TANDING RULES AND ORDERS

OF

THE ROYAL HOSPITALS

OF

BRIDEWELL AND BETHLEM.

BRIDEWELL and BETHLEM HOSPITALS.

THE Court having at their ſeveral meetings, on the 14th, 18th, 21ſt, 26th and 28th of June, taken into conſideration the printed Report of the Select Committee of Enquiry appointed the 10th of January laſt; and adopted the Rules, Orders and Regulations therein recommended, with ſome amendments and additions:

Reſolved unanimouſly, That all the Rules, Orders, and Duties, reſpecting both Hoſpitals, prior to the 14th of June 1792, except thoſe relating to the Apprentices, Arts-Maſters, and Apprentices, be reſcinded; and that thoſe not reſcinded, together with the following Rules and Orders, and ſuch others as the Court ſhall hereafter adopt, do conſtitute the Court's Standing Rules and Orders; and that the ſame, with a Liſt of the preſent Governors and their Benefactions, be arranged and printed, and a Copy thereof ſent to every Governor in Town and Country.

Reſolved unanimouſly, That the Thanks of the Court be given to the Select Committee, for their great Care and Attention to the Affairs of theſe Hoſpitals, and for the Regulations which have been adopted in conſequence of their Report.

Reſolved unanimouſly, That the Thanks of the Court be given to the Right Worſhipful BRASS CROSBY, Eſq; Alderman, Preſident of the Hoſpitals, for his readineſs in calling the ſeveral Courts for the purpoſe of taking into conſideration the Report of the Select Committee, and for his unremitting and polite Attention to every individual Governor through the Progreſs of that Buſineſs.

Ordered, That theſe Reſolutions be annexed to the printed Book of Standing Rules and Orders.

Bridewell Hoſpital,
July 6, 1792.

Signed, by Order of the Court,

JOHN and RICHARD WOODHOUSE,
JOINT CLERKS.

TANDING RULES AND ORDERS

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FOR THE

GOVERNMENT

OF THE

ROYAL HOSPITALS,

OF

RIDEWELL AND BETHLEM,

WITH

THE DUTY OF THE GOVERNORS,

AND OF THE SEVERAL

OFFICERS AND SERVANTS;

LONDON,

NTED BY THOMAS PARKER, No. 71, WOOD STREET.

M.DCC.XCII.

THE CHARGE TO EVERY GOVERNOR ON HIS ADMISSION,

TO BE GIVEN BY THE CHAPLAIN, IN THE PRESENCE OF THE PRESIDENT, OR TREASURER, AND OTHER GOVERNORS, ASSEMBLED IN COURT.

"SIR,

"YOU have been elected, and come now to be admitted, a Governor of the Royal Hoſpitals of Bridewell and Bethlem; which is a ſtation of great honour, truſt, and influence; and will afford you many opportunities of promoting the glory of GOD, and the welfare of your fellow-creatures: for in theſe Hoſpitals a proviſion is made for employing idle and vagrant, lewd and diſorderly perſons, as well as thoſe who deſire and want employment in honeſt and uſeful labour; and alſo for maintaining and curing needy, deplorable Lunaticks.

"The diſtribution of the revenues deſigned by royal bounty, and many charitable perſons, for thoſe truly noble and excellent purpoſes, is now about to be committed to your care. And you are hereby ſolemnly required, and earneſtly requeſted, to diſcharge your duty in this

behalf with a conſcientious regard; that you may appear with joy at the judgment ſeat of CHRIST, when a particular account will be taken of all the offices of charity, in which we have abounded towards our poor brethren; and a peculiar reward conferred on thoſe who have performed them with fidelity and zeal.

" In full confidence that you will diligently attend this good work, you are admitted a GOVERNOR of the HOSPITALS of BRIDEWELL and BETHLEM."

STANDING

STANDING RULES AND ODRERS

FOR THE GOVERNMENT OF THE ROYAL HOSPITALS OF BRIDEWELL AND BETHLEM.

I. THAT, conformable to ancient practice, theſe Hoſpitals be conducted by General Courts and Committees, a Preſident, Treaſurer, Clerk, Stewards, and ſuch other Officers and Servants as may from time to time be found neceſſary.

II. That Four ſtated General Courts be held in every year, viz. in January, April, July, and November; and others as often as the Preſident ſhall think proper, or as the ſame may be required in writing by any of the Committees, or by Nine Governors; that no Court be held on the Feaſt-day in July. The Chair to be always taken at Twelve o'clock; but the Court not to proceed on buſineſs till there be Thirteen Governors preſent.

III. That notice of every motion intended to be made be given at a preceding Court; and that due notices of every Court, and of the buſineſs or motion then to be conſidered, be always inſerted in the ſummons; and that all ſummonſes be iſſued at leaſt one week before every Court-day.

IV. That, at the April Court, the ſtate of the accompts and affairs of the Hoſpitals be reported by the Committee of Auditors, and firſt conſidered; the titles and totals of the year's accompt up to Chriſtmas preceding, with the names of the Auditors who have ſigned the ſame, and that of all tenants nine months in arrear, be produced and read: That the annual election of all Committees and Officers

Officers be made at the ſame Court; all elections of Officers to be by ballot, and on each perſon ſeparately, if ſo required by any Three Governors preſent: That a ſufficient number of Governors (reſident within twenty miles of London) according to their priority of election as Governors be written to by the Clerk, one month before the day of election of new Committees, ſignifying to them that they ſtand next in rotation to ſerve upon the different Committees for the enſuing year, and requeſting an anſwer from them in writing, before the election, whether it will be agreeable to them to ſerve upon the Committees or not, that, in caſe of their refuſal, other Governors may be named in their places; and in ſuch caſe, the deficiency be ſupplied out of the Governors preſent in Court on the day of election of the Committees; the names of the Governors ſo nominated to ſerve upon the Committees to be then put ſeparately into one box, and the titles of the different Committees into another box, and be drawn out againſt each other, and the Committees formed accordingly.

V. That, for the better management of the affairs of the Hoſpitals, there be the Four following Committees appointed, and annually completed:

Firſt, A BETHLEM Committee, to conſiſt of 42 Governors, 14 to go off, and 14 other Governors to be choſen every year. This Committee to ſubdivide and claſs themſelves in ſuch manner, that 7 be ſummoned and attend every Saturday, to admit and diſcharge patients, and inſpect thoſe in the houſe; to examine proviſions, audit weekly bills, and diſpatch ordinary and caſual buſineſs. All ſuch weekly Sub-committees to be open to any Governor who may chuſe to attend; but that the whole number of 42 only be ſummoned for making contracts and other extraordinary buſineſs, on which occaſions the Committee not to be open.

Secondly,

Secondly, A BRIDEWELL or HOUSE Committee; to ...nſiſt of 24 Governors, 5 to be a quorum; 8 Go...ernors to go off annually, and be replaced by the ſame ...umber of other Governors. This Committee to be re...ularly ſummoned, and to meet the firſt Wedneſday in ...very month, the month of Auguſt excepted, at 9 o'clock ...n the morning, and not to be an Open Committee. ...hat it be their peculiar province to deliberate and re...ort upon all matters referred to them by the General ...ourt; to advertiſe for contracts for Bridewell, and for ...etting houſes and eſtates belonging to both Hoſpitals, ſo ...hat the ſame be done for the moſt advantage; to conſider ...f, and direct, neceſſary repairs and alterations, not ex...eeding £.200. in the whole, and to ſee that ſuch others ...e properly done as the Court may have ordered; to ...ttend all views in Town; to examine the caſh balances ...t every meeting, and to direct and ſee that all monies ...xceeding a general reſting balance of £.1000. be im...ediately and properly inveſted in the public funds; to ...pprove the appointment of the workmen and tradeſmen; ...o examine all accompts and vouchers very particularly, ...o ſee that the charges are proper and reaſonable; to di...ct the payment thereof, and ſee that they are paid ...ccordingly; to ſee that all rents, arrears, legacies, and ...evenues of both Hoſpitals, be duly applied for and re...ived, and, if not, to direct the ſame to be done; and in ...l other reſpects to enforce a due obſervance of the ...anding rules and orders, and report from time to time ...the Court if any of them prove ineffectual or are in...nged upon, with their opinion thereupon; to guard ...ainſt, and aboliſh, as much as poſſible, all allowances, ...erquiſites, and other petty advantages, over and above ...e liberal ſtated ſalaries paid by the Charities to the ...fficers, Servants, and others; and generally to attend ..., and promote, the intereſts of the Hoſpitals. To keep ...inutes of all proceedings, and take care that the ſub...ance and true ſenſe thereof be reported to every ...eneral Court.

Thirdly, A Committee of AUDITORS; to conſiſt of the Preſident, 7 Governors who are not of any other Committee (and the preſent Auditor General), 4 to be a quorum; 3 Governors to go off annually, and be replaced by 3 other Governors. This Committee to meet the laſt Wedneſday in every three months, in order to inſpect and audit the items and totals of all ſuch accompts as have been paid; and particularly to ſee that they have been directed by a proper authority, conformable to the ſpirit of the General Rules; and once in every year, in the month of March, to audit and ſign the general accompts, and to prepare a clear and comprehenſive ſtate of the affairs and accompts of both Hoſpitals up to the preceding Chriſtmas, and lay the ſame before the General Court in April. They are alſo at every meeting to inſpect the general caſh balances, and ſee that all ſums exceeding a reſting balance of £.1000. are from time to time inveſted in the public funds, for the benefit of the Hoſpitals; and in caſe of negligence therein, or in any other matters, to report the ſame to the next General Court.

Fourthly, A PRISON Committee; to conſiſt of [illegible] Governors, 3 to be a quorum, 4 Governors to go off and to be replaced by 4 other Governors, every year, to meet the ſecond Wedneſday in every month; and a Sub-Committee once a week, in order to viſit the priſons.

Their firſt buſineſs is, to carry into immediate effect in the beſt manner poſſible, the propoſed reform reſpecting Artſmaſters, Apprentices, and Bridewell; with new arrangements as to the priſons and priſoners, and form regulations adapted thereto; and generally, from time to time, afterwards, to inſpect and regulate all matters appertaining to the priſons and priſoners, in ſuch a manner as to render the charity of BRIDEWELL as reſpectable, and as extenſively uſeful, as poſſible, [illegible] forma

formable to the beneficent intentions of the Royal Founder and our anceſtors.

VI. That, at the April Court, the Clerk do report, previous to the elections, the names of thoſe Governors who have not attended their reſpective Committees four times during the laſt year; and that ſuch Governors be not eligible to be elected on any future Committee, unleſs a ſatisfactory excuſe be made for the ſame to the Court: that no Governor be appointed a ſecond time upon any Committee, until he has been out of that Committee two years; nor any Governor (but the Preſiding Officer) be a member of *two* Committees at the ſame time, the Priſon Committee excepted.

VII. That no Officer, except the Preſident, be of the Committee of Auditors; or of the Houſe Committee, but the Preſident and Treaſurer; the latter to withdraw when any matter relating to his own ſituation is diſcuſſed.

VIII. That, agreeable to the firſt orders eſtabliſhed in 1557, immediately after the Charter, and the preſent uſage at St. Bartholomew's Hoſpital, the Preſident "be held and taken as the Chief Ruler and Governor next to the Lord Mayor;" that he ſummon Courts, be of all Committees, and preſide wherever he attends; and that it be his peculiar province generally to preſerve ſtrict decorum and a due obſervance of the orders of the two Hoſpitals.

IX. That the Treaſurer be conſidered as the reſponſible and chief acting Officer next to the Preſident; and his office being a ſtation of honour and dignity, not of profit or emolument, that no future Treaſurer have a ſalary or houſe to reſide in at the expence of the Hoſpitals; that he receive and pay money when directed by proper authority, and in every reſpect guard and promote the intereſts of the Charities to the utmoſt of

his power; and that he ſtrictly and conſcientiouſly perform the ſeveral duties herein after ſet forth as appertaining to the Office of Treaſurer.

X. That no perſon receiving any ſalary or emolument from either of the Hoſpitals be competent in future to become a Governor.

XI. That the Preſident have the privilege of appointing two Governors annually, the Treaſurer one, and the preſent Auditor General one; and that every Governor who ſhall have ſerved as Steward, have the right of nominating one perſon and no more for a Governor; but that all perſons, whether ſo nominated, or whether propoſed for any other reaſon, be approved, firſt, by the Houſe Committee, and afterwards by the Court, before they be choſen.

XII. That a copy of the Standing Rules and Orders, with the Duties of the Officers and Servants, be given to each Governor on his election; and his Charge be read to him on his admiſſion, with all imaginable ſolemnity, by the Clergyman, in open Court.

XIII. That, upon the vacancy of a Treaſurer, Chaplain, Phyſician, Surgeon, Apothecary, Surveyor, Clerk, Steward, Matron, or Barber, the Houſe Committee be immediately ſummoned, in order to deliberate upon and prepare a report as to the future neceſſity of any ſuch office (the Treaſurer's excepted); and what has been, or ought to be, its duties and ſalary; and that a General Court be convened within 14 days of ſuch vacancy, for the purpoſe of declaring the ſame, and taking the report of the Houſe Committee into conſideration: and if the office be found neceſſary, that the duties, &c. thereof be communicated forthwith to ſuch perſons as may become candidates for the ſame: and that no election ſhall take place until the enſuing Court; prior to which, pro-

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per ſummonſes ſhall be iſſued at leaſt 14 days; and no election ſhall then, or at any other time, be proceeded on, until all the other buſineſs of that Court is finiſhed.

XIV. That no officer or ſervant of either Hoſpital be permitted to perform the duties of the office by deputy (except on a caſe of extreme urgency) without the expreſs permiſſion of the Houſe or Bethlem Committee; and that no one office be on any account held by or divided between two perſons as joint officers.

XV. That every officer and ſervant, when elected, have his duty read, and a copy thereof delivered to him, in open Court.

XVI. That in future the Treaſurer, Clerk, Stewards, and all other officers of truſt, ſhall and do upon their reſpective elections, and, if need be, from time to time afterwards, give ample and ſatisfactory ſecurity for the faithful performance of the various truſts confided to them, fully adequate to the value of thoſe truſts, and to the utmoſt extent of the ſums of money belonging to theſe Hoſpitals which may or can at any one time remain in their hands; ſo that the Hoſpitals may not incur any riſk of ſuſtaining a loſs: ſuch ſecurities to be approved by the Court; and produced at the firſt General Court after the election or re-election of each officer, whether annual or otherwiſe.

XVII. That no officer be ſecurity for any other officer or patient; and that all ſecurities for officers be referred for examination to the Houſe Committee, and approved by the General Court; and as ſoon as executed and recorded in the Court book, be depoſited in an iron cheſt with three different locks, the keys of which ſhall be kept by the Preſident, Treaſurer and one other Governor appointed by the Court.

XVIII.

XVIII. That the Preſident or Chairman do not ſuffer any motion to be made for reſcinding or altering any of the ſtanding rules and orders of the Hoſpitals, or for making any new rule or order inconſiſtent therewith, except the ſame ſhall have been recommended for diſcuſſion by one of the Committees, and notice thereof have been given at a former Court; and that no ſtanding rule or order reſcinded or altered, or any new rule or order be made, until the motion ſhall have been carried by two thirds of the Governors preſent at two ſucceſſive General Courts.

XIX. That in all other caſes, both at Courts and Committees, all queſtions be decided by the Majority of Governors preſent; the Preſident or Chairman to have a double or caſting vote in caſe only of equality; and, if a ballot be required, that the Preſiding Officer fix the commencement and duration thereof, ſo that the ſame continue at leaſt one hour; but that no Governor intereſted in the queſtion before the Court be allowed to vote.

XX. That, in caſe of a diviſion upon any queſtion at a general Court, the majority of Governors who ſhall carry the queſtion do ſign their names, or authorize the Clerk to record the ſame, as an evidence of their opinion; and, in like manner, that all minute-books and reports of Committees be alſo ſigned by the Governors preſent at the Committee, or the majority if there be a diviſion, as a mark of their concurrence therein.

XXI. That the minutes or ſubſtance of the proceedings of each Committee be read audibly at every Court; and a compleat abſtract of them duly entered in the Court-book; and that the rough minutes of every Court be ſigned by the Chairman before he leaves the Chair.

XXII. That

XXII. That all the general accompts of both Hoſpitals be kept in a clear, ſimple, and comprehenſive manner, and be made up and balanced to every Chriſtmas; that the ſame be examined from time to time, and the balances ſigned by the Committee of Auditors; that a full and particular abſtract thereof, and of the general concerns of both Hoſpitals, be annually prepared and printed under the direction of the Committee of Auditors, and laid before the General Court in April; and that a copy of the ſame be ſent annually to each Governor, and given to every Viſitor at the Stewards-feaſt in July.

XXIII. That there be kept a book containing regular and ſufficient extracts from all Wills wherein theſe Hoſpitals are or may be intereſted, and alſo the time when the Treaſurer receives any Legacy thereby given; a book containing, in proper order, all the rules and orders, with the duties of the ſeveral officers and ſervants belonging to both Hoſpitals; and alſo a book containing a correct liſt of the Governors and future Benefactors, with the amount of each benefaction; likewiſe books of ſchedules, views, eſtimates, abſtracts and aſſignments of leaſes; and ſuch other books as may from time to time be found neceſſary, and be directed by any of the Committees.

XXIV. That all caſh books, books of accompts, and books of legacies and benefactions, be laid on the table at every Court, at all meetings of the Houſe Committee, and Committee of Auditors.

XXV. That all records, and antient books and writings of value belonging to the Hoſpitals, be collected together and arranged by the Clerk, and depoſited in ſome ſecure and ſuitable place; and not delivered or taken out of the Hoſpital without an order in writing from the Preſident or Treaſurer.

XXVI. That

XXVI. That there be a conſtant exertion to improve the revenues; for which purpoſe, that all houſes and eſtates whatſoever, belonging to the Hoſpitals, be let to the higheſt reſponſible bidder, after ſeveral advertiſements in the proper public papers; and that no leaſes be granted above one year in reverſion on any conſideration whatſoever; and that every leaſe contain a covenant for payment of the rents at the Steward's Office in Bridewell Hoſpital.

XXVII. That the Steward of Bridewell be the receiver, ſubject to the inſpection of the Treaſurer, of all rents, arrears, and annuities, except thoſe from the Orphan ſtock and any of the public funds; and that he pay the ſame to the Treaſurer as ſoon as received.

XXVIII. That the houſes and buildings belonging to the Hoſpitals, as the ſame are let, be inſured at a public office by the Hoſpitals, and the money paid for ſuch inſurance received of the tenant with the rent; the ſum proper to be inſured being firſt aſcertained by the Clerk and Surveyor; and that there be a covenant in the leaſe to rebuild, in caſe of loſs, to the amount inſured and recovered.

XXIX. That half-a-guinea be paid to the proper Clerks of the Offices for proving wills, for the extract from every will wherein there ſhall be an immediate or a reverſionary legacy to theſe charities.

XXX. That all the benefactions, legacies, and bequeſts, to theſe Hoſpitals, or to either of them, be appropriated with the moſt ſcrupulous exactneſs to the ſpecific benevolent purpoſes for which they were, or may be, reſpectively given.

XXXI. That all ſums of money or balances, over and beyond a reſting general balance of £1000. (which

to remain, in order to defray current expences), be from time to time invested in the public funds, for the benefit of the Hospitals, as soon and as often as the same shall happen, when so required by the House Committee, or the Committee of Auditors, or by any Nine Governors, although not members of any Committee, so as such requisition be signed by the said Governors.

XXXII. That all Government and other Public securities belonging to, or purchased for, the Hospitals, be transferred or otherwise invested in the names of the President and Treasurer for the time being, and at least one other Governor, to be appointed by the Court for that purpose.

XXXIII. That there be a strict œconomy constantly observed in dispensing the revenues of the Charities; and that, as the respective offices become vacant by death or otherwise, the same be abolished if unnecessary, or the salary and emoluments reduced, as the case may be.

XXXIV. That all the Officers and Servants of these Hospitals have fixed and liberal salaries, suited to their services, to be paid quarterly by the Treasurer; and that all perquisites and emoluments of every kind be avoided and discouraged.

XXXV. That there be no feasts or entertainments at the expence of the Charities, except one dinner on Easter Monday, one on St. Matthew's day, and one annual dinner at a tavern for the Auditors.

XXXVI. That all repairs, works, and purchases of every kind, be undertaken and made under the direction and general inspection of the respective Committees; but that no repairs, works, purchases, or project whatsoever, which will ultimately, or in any shape, cost above £.200. be undertaken, unless directed by two-thirds of the Go-

vernors preſent at two ſucceſſive General Courts, and that all matters relating to buildings and repairs be in all caſes executed under the reſponſibility of the Surveyor, and under an expreſs proviſo with the Contractor, that the whole do not exceed the ſum limited; the bills otherwiſe not to be allowed or paid: And that the ſame general principle be the guide of the Committees, Treaſurer, and Stewards, in directing, and controuling the leſſer diſburſements entruſted to them, they being accountable for all ſurpluſes and improper orders.

XXXVII. That all orders whatſoever be iſſued in writing to the reſpective workmen and others, and produced by each as a voucher for his accompt; ſuch accompt to be alſo checked by the daily entries in the proper books, to be kept for that purpoſe by the Stewards and Porters of both Hoſpitals.

XXXVIII. That no private Contract for proviſions or other matters be made with any Governor; nor any contract, exceeding in the whole £.20. be made, without having firſt adverti ſed, at leaſt 3 times within 14 days for the ſame; and that no Governors be concerned in ſerving wines, proviſions, or goods, or in furniſhing materials, or in doing any work for the Hoſpitals, except on a public contract.

XXXIX. That all tradeſmen and workmen be approved by the Houſe and Bethlem Committees reſpectively; and that they be required to deliver in their bills within one month after each quarter day, with the orders or a copy thereof annexed for the ſame; and that all bills be examined as ſoon as poſſible, and if right (but not otherwiſe) be directed to be paid within a time to be limited, and notice thereof given to the reſpective tradeſmen and workmen.

XL. That

XL. That if any Officer or Servant of either Hoſpital give or receive a fee, Chriſtmas box, or other perquiſite, to or from any tradeſman or workman who ſerves or works for either of the Hoſpitals, or from any patient or priſoner, or from any perſons viſiting the patients or priſons, he or ſhe be forthwith diſcharged; and that any tradeſman or workman giving ſuch fee be incapable in future of ſerving the Hoſpitals.

XLI. That it be the duty of every officer and ſervant belonging to both Hoſpitals generally to promote the true intereſts of the Charities, as well by his or her own diligence or example in the department wherein he or ſhe may be employed, as by recommending to others a ſtrict obſervance of the rules and orders; upon no account conniving at, or concealing, any infringement on them by others.

XLII. That all the orders relating to the Servants and Hoſpitals, which reſpect the Publick, be printed, and placed in conſpicuous parts of both Hoſpitals.

XLIII. That a book, intituled, "The Viſitors Book," be conſtantly kept in ſome convenient and public place at each Hoſpital, wherein any Governor or Viſitor may enter complaints of neglect or miſconduct, and ſuggeſt reforms; all ſuch entries to be ſigned by the perſon making the ſame, and a copy thereof be regularly laid by the Clerk before the ſeveral Committees.

XLIV. That the Poor or Charity-boxes have two different locks to each; one of the keys to be kept by the Treaſurer, and the other by the Clerk; the ſaid boxes to be always opened in the preſence of one of the Committees.

XLV. That if any Officer or Servant of either Hoſpital tranſgreſs or deviate from the true and plain mean-

ing of any of the rules and orders, whether the ſame re-ſpect his own department or any others, he or ſhe be immediately ſuſpended by either of the Committees, and diſcharged by the next General Court, at the inſtance of any Three Governors, notice of ſuch ſuſpenſion having been inſerted in the ſummons for that Court.

GENERAL

GENERAL ORDERS

FOR

BETHLEM HOSPITAL.

I. THAT all poor Lunaticks be admitted, except ſuch as are afflicted with the Palſy, or ſubject to Convulſive or Epileptic Fits, or ſuch as are become weak through age or long illneſs; ſuch as are Mopes or Idiots; ſuch as are infected with the Venereal Diſeaſe, and women with child. And all admiſſible patients (except thoſe from pariſhes and public offices), upon giving ſecurity to be taken away when required, and finding their own cloaths, ſhall be admitted *without any fee or expence.* Pariſhes and Public Offices to pay £. 1. 11s. 6*d.* for each, and enter into the ſame engagements; and for INCURABLES to pay £.3. 10s. depoſit, and 5s. a week beſides their cloathing: thoſe INCURABLES who are ſent by poor friends to pay the ſame depoſit, and 2s. 6*d.* a week, beſides their cloathing.

II. That patients who have not been diſordered more than one year before admiſſion, be admitted at all ſeaſons, and remain till cured, provided the ſame be effected within Twelve Months; and all ſuch as have been longer than that time may be admitted (at the diſcretion of the Committee) from Lady-day to Michaelmas only, when they are to be diſcharged, unleſs there be then a proſpect of cure.

III. That

III. That no Governor be a ſecurity for any patient.

IV. That a liſt be kept of all patients diſcharged as incurable, who ſhall be deemed by the Phyſician and the weekly Committee fit objects for the incurable liſt; and as there may be room, notice thereof be ſent to their friends; and that they be admitted in rotation without favour or preference.

V. That no patient, who has been once diſcharged as incurable, be again admitted into the Hoſpital as a curable patient, without good proof that ſuch perſon has been well during the continuance of a whole year ſince the diſcharge.

VI. That all patients, on admiſſion, be ſtripped and examined in the preſence of their Friends, and if neceſſary, of the Surgeon; and that they be not allowed to have any box with a lock and key, or any razors, knives, ſciſſars, or dangerous inſtruments of any kind.

VII. That no patient whatever be allowed tea, ſugar, wine, or ſtrong beer, unleſs by the particular direction of the Phyſician, Surgeon, or Apothecary, firſt given in writing.

VIII. That patients who are removed to the Infirmary be attended by the ſame keeper as before, in ſuch manner, and as long, as the Medical Officers ſhall direct.

IX. That no patient be confined in chains without the previous knowledge and approbation of the Apothecary.

X. That the feet of every patient in chains or ſtraw be carefully examined, well rubbed, and covered with flannel every night and morning during the winter months; and that the Surgeon be immediately informed if there be any complaints which require his attendance.

XI. That

XI. That all the patients be waſhed on Mondays, Wedneſdays, and Fridays; and all the men-patients ſhaved every Monday.

XII. That no ſervant take the charge of, or confine any patient, in his or her houſe, apartment, or lodging, or in any manner interfere in the care, management, or direction of any patient, out of the houſe, on pain of immediate expulſion.

XIII. That, if a patient eſcape through the negligence of any ſervant, the whole expence of retaking ſuch patient ſhall be firſt paid by the Steward, and by him deducted from the ſalary of the ſervant in fault.

XIV. That no perſons whatſoever, except Governors, or thoſe in company with a Governor, or the Phyſician, be permitted to view the Hoſpital and patients, except on Mondays and Wedneſdays from Ten o'clock till Twelve, and then only by virtue of a Ticket, ſigned by one of the Governors, or the Phyſician; but no perſon under Sixteen years of age, or who has been diſcharged as incurable, can be admitted to ſee the patients.

XV. But that the ſecurities for any patient ſhall, upon the admiſſion of ſuch patient, have a ticket delivered to them, which ſhall entitle two perſons, friends of the patients, to admiſſion, at the times and under the orders and regulations, above mentioned.

XVI. That if any man, related to a woman patient, or employed by her relations, is deſirous of ſeeing ſuch patient, ſhe ſhall be brought down to the Committee-room, attended by one of the Nurſes, any time from Ten to Twelve on Mondays and Wedneſdays, unleſs ſuch viſits are forbidden by the Phyſician.

XVII. That

XVII. That no man whatever, except a Governor, or in company with a Governor or the Phyſician, be at any time permitted to go within the Bar-gates on the womens ſide, under pretence of viſiting the patients or otherwiſe.

XVIII. That one of the Keepers, or Gallery-maids, ſhall attend all perſons who come to view the Hoſpital; and ſhall not aſk, demand, or receive, any benefaction or gratuity, on behalf of the Hoſpital or themſelves, on pain of diſmiſſion; but whatever any perſons are inclined to give, that they be deſired to put the ſame into the poor's box with their own hands.

XIX. That if any perſons have a complaint to make which reſpects the management, or the ſervants of the Hoſpital, they be deſired to enter the ſame in a book provided for that purpoſe, or addreſs themſelves to the Steward before they leave the Hoſpital.

XX. That incurable patients, who become mopes or conſumptive, be diſcharged, if they belong to pariſhes.

XXI. That, upon application by the friends to the Steward, one of the Keepers be directed to carry away any dangerous patient who may have been diſcharged as Incurable; but this not to be done on any account without ſuch application and direction.

XXII. That, when patients are diſcharged ſick and weak, their ſecurities ſhall take them away within ſix days after notice thereof; and that all patients be ſtripped and examined, and ſent away clean and decent.

XXIII. That the Committee have a diſcretionary power to relieve patients, on their diſcharge when cured, with any ſum of money not exceeding 20 ſhillings.

XXIV. That

XXIV. That the Committee do view the houſe and patients at leaſt once a month, and minute down any thing of moment in a book.

XXV. That the poors box be opened once a year, in the preſence of the Grand Bethlem Committee.

XXVI. That all the gates belonging to the Hoſpital, and both Galleries, be kept conſtantly ſhut.

XXVII. That the keys of the gates be numbered, and delivered to the reſpective Officers and Servants; who ſhall not give them out of their poſſeſſion to any patient, or other perſon, Officer, or Servant, on pain of ſuſpenſion or diſmiſſion.

XXVIII. That all the Men Servants (the Porter excepted) do watch in rotation; and that the firſt Aſſiſtant Keeper be always the Cook, and the ſecond the Cutter.

XXIX. That the Servant who watches ſhall go round the houſe and galleries, the court and back-yard, and the infirmary-yard, and proclaim every hour, and audibly call the ſame, from Eleven o'clock at night till Six o'clock in the morning in ſummer, and from Ten o'clock at night till Seven o'clock in the morning in winter, on pain of ſuſpenſion or diſmiſſion, and then deliver the keys to the Porter; and that the perſon who officiates as Watchman the preceding night ſhall take charge of the Gate every evening from Five till Ten o'clock in winter, and from ſeven till Eleven in ſummer.

XXX. That no ſervant be permitted to be abſent, on pretence of illneſs or otherwiſe, without the conſent of the Committee, Medical Officers, or Steward.

XXXI. That no perſon be admitted a Servant in the Hoſpital, until after a trial of Two months.

XXXII. That no work or repairs be done at the Hoſpital (except by a Carpenter, who ſhall be kept there conſtantly at jobbing work) without an order in writing from the Committee and Surveyor, to be communicated by the Clerk and Steward.

XXXIII. That if any Officer or Servant take any Chriſtmas-box, fee, or perquiſite whatever, from any tradeſman or other, he be immediately diſcharged, and the tradeſman giving the ſame be incapable of ſerving the Hoſpital again.

XXXIV. That patients without certificates be admitted, on giving double ſecurity, at the diſcretion of the Bethlem Committee.

THE

THE DUTIES OF THE SEVERAL OFFICERS AND SERVANTS.

Extract from the ſtanding Rules and Orders.

* * " It is the duty of every officer and ſervant belonging to both Hoſ-
" pitals generally to promote the true intereſts of the Charities, as well by
" his or her own diligence or example in the department wherein he or
" ſhe may be employed, as by recommending to others a ſtrict obſervance
" of the rules and orders; upon no account conniving at, or concealing
" any infringement on them by others."

" If any officer or ſervant of either Hoſpital tranſgreſs or deviate from
" the true and plain meaning of any of the rules and orders, whether the
" ſame reſpect his own department or any others, he or ſhe ſhall be imme-
" diately ſuſpended by either of the Committees, and diſcharged by the next
" General Court, at the inſtance of any Three Governors, notice of
" ſuch ſuſpenſion having been inſerted in the ſummons for that Court."

THE PRESIDENT,

By the original orders in 1557, is to be held and taken as the Chief Ruler and Governor, next to the Lord Mayor, of both Hoſpitals.

He is therefore to convene General Courts at the ſtated periods, and at ſuch other times as may be neceſſary, or when duly required ſo to do by any Committee or by Nine Governors in writing; to preſide there, and at any Committee which he may chuſe to attend.

He is always to preſerve good order and decorum, and a ſtrict adherence to the ſtanding rules and orders; and generally to ſuperviſe the affairs of both Hoſpitals, promote their true intereſts, and guard them from perverſion or abuſe by every means in his power.

THE TREASURER,

Is to receive all legacies, benefactions, dividends and intereſt on the Orphan Stock, Public Funds, and other ſecurities belonging to the Hoſpitals; and ſuch caſh as

may remain with the Stewards above what is ſufficient for ordinary expences; and generally to ſuperintend all receipts and payments whatſoever on account of both Hoſpitals; particularly to pay all the ſalaries quarterly, and all bills as ſoon as examined and directed.

To keep regular caſh-books, and alſo to enter, in a book to be kept for that purpoſe in the Clerk's office, all his receipts and payments as they may occur on account of both Hoſpitals; ſo that any Governor may at all times have it in his power to ſee what balance he hath in hand. And he is to inveſt all ſums of money he may at any time have in his hands, exceeding a reſting general balance of £.1000, in the Public Funds, for the benefit of the Hoſpitals, when ſo required by a General Court, or by the Houſe Committee, or by the Committee of Auditors, or by Nine Governors, although not members of any Committee, ſo as ſuch requiſition be ſigned by the ſaid Governors.

To ſee that notices of legacies, as well as the time when thoſe legacies are paid, are duly entered by the Clerk in the proper book; and he is to produce his general caſh-book to all Courts and Committees; and report to every Court and Houſe Committee what legacies and benefactions have been received ſince the laſt meeting.

To attend all Courts and Houſe Committees; and to convene and preſide at Courts in the abſence of the Preſident.

To appoint and attend Grand Committees at Bethlem for making contracts for proviſions, and for other extraordinary buſineſs; and to view the Houſe with the Committees as often as there may be occaſion.

To appoint and attend views of the houſes and eſtates belonging to theſe Hoſpitals in London and Middleſex, whe

when neceſſary; and to give temporary directions reſpecting their management.

To inſpect and regulate the conduct of the Arts-maſters and their Apprentices, ſo long as they remain in the Hoſpital; to ſettle ſuch diſputes as may ariſe between them; and to give directions for cloathing, binding, and diſcharging the apprentices, and keeping them in proper order and ſubordination.

To appoint Workmen and Tradeſmen, ſubject to the approbation of the Committees; and to hire all ſervants at Bethlem (if wanted, but not otherwiſe), upon the death or diſcharge of any of the old ones, except the Steward, Apothecary, Porter, and Barber; and generally to inſpect, direct, and ſuperintend, the affairs and management of both Hoſpitals, conformable to the true ſpirit and meaning of the rules and orders; and to ſee that the purpoſes of the charities are not in any inſtance perverted or abuſed, either by the miſconduct of any officer or ſervant, or otherwiſe.

THE CHAPLAIN (when the Offices of PREACHER and READER are united)

Is to preach one ſermon, and to read prayers twice, every Sunday, Chriſtmas-day, and Good-friday; and to read prayers and preach once on every 30th of January, 29th of May, and Stewards Feaſt; and alſo to read prayers in Lent and at General Courts.

To ſolemnize marriages; to baptize children; viſit the ſick; bury the dead; and keep a regiſter, as well for the Precinct, as for the Hoſpital.

To read the Charge to every Governor in open Court; to attend the Chapel-wardens upon all collections to be made for briefs and the King's letter; to reſide conſtantly

at

at the Hoſpital; and not to go out of town without leave of the Preſident, or Treaſurer.

He is particularly to admoniſh and inſtruct the priſoners from time to time, and ſee that ſuch as are able do always attend Divine Service; and generally to perform all the duties incident to the ſacred office of a Miniſter of the Church of England, and a Chaplain to Bridewell Hoſpital and Precinct.

The PHYSICIAN,

Is to attend the reſident officers, ſervants, and others actually employed at either Hoſpital, when ill; and to inform the Committees of any neglects or abuſes, and ſuggeſt ſuch reforms as he may think neceſſary.

To attend the Weekly Committee at Bethlem Hoſpital every Saturday morning, to take in and diſcharge patients; and every Monday and Wedneſday he is to attend at the ſaid Hoſpital, to examine and preſcribe for the patients, the Mondays during the bathing ſeaſon excepted.

The SURGEON,

Is to attend the priſoners at Bridewell, and the patients of both Hoſpitals who have had accidents, or have diſorders that require his aſſiſtance; and particularly in winter, when mortifications are frequent.

He is alſo to attend all the officers and ſervants reſident at either Hoſpital, when occaſion may require: And to acquaint the reſpective Stewards and Committees of any neglect or abuſe.

To attend the Weekly Committee at Bethlem every Saturday, on the admiſſion and diſcharge of patients: And to examine and ſign the Matron of Bridewell's bill for poultices and ſick meſſes for the priſoners, &c.

THE APOTHECARY,

Is not to follow any other buſineſs; nor is he to abſent himſelf one day without leave of the Bethlem Committee, or the Preſident, or Treaſurer.

To furniſh medicines to any of the reſident officers or ſervants of either Hoſpital, who may be actually indiſpoſed and have occaſion for them, but not otherwiſe: And to acquaint the Steward and Committees reſpectively of any neglect or abuſe; and to ſuggeſt neceſſary reforms.

He is to give all neceſſary attendance upon the priſoners and others at Bridewell: And to ſign the Matron's bill for ſick meſſes to the priſoners, &c.

At Bethlem, he is to go round the Houſe every morning regularly, or oftener if neceſſary, and report to the Phyſician any neglect he may obſerve in the management of the patients.

To attend the adminiſtration of the medicines ordered by the Phyſician on the days appointed, and ſee that they are properly taken; and to direct the Keepers in their management of the patients during the abſence of the Phyſician.

To take eſpecial care, that all the drugs and medicines are of the beſt kind, and are not waſted or applied to any other purpoſes than the true objects of the charities: And deliver a liſt to the Bethlem Committee, every Saturday,

day, of what are immediately neceſſary; and of ſuch others as he may have been obliged to procure during the preceding week, for any preſſing and unforeſeen occaſion.

THE CLERK FOR BOTH HOSPITALS,

Is to attend every day throughout the year, Sundays excepted, at the office in Bridewell Hoſpital, from Nine o'clock in the morning till Three in the afternoon.

To iſſue out the ſummonſes for all Courts and Committees; where he is alſo to attend, take the minutes of the proceedings, draw them out at large, and enter them fairly in proper books kept for that purpoſe, which ſhall be open for the inſpection of any Governor.

To keep a book, wherein the Treaſurer is to enter his general receipts and payments, as they occur, on account of both Hoſpitals; and to produce the ſame from time to time to any Governor requeſting to have the inſpection thereof.

To keep a correct account of all the Governors and future Benefactors to the Hoſpitals; and a book of all the rules and orders, with the duties of the Officers and Servants; and another of extracts of wills and legacies, diſtinguiſhing thoſe in reverſion.

To draw up all reports from the Committees to the Court; to acknowledge benefactions and donations, and communicate the proceedings of the Court thereon.

To write all letters to Tenants and others, and tranſact ſuch other buſineſs as ſhall be directed by Courts and Committees.

To draw and ingroſs all the leaſes and aſſignments of leaſes of the Hoſpital eſtates; and to enter abſtracts thereof, and of all ſchedules, contracts, and reports after views, in proper books, for the information of the Steward and Surveyor; and to draw up all bonds and other ſecurities, petitions, and orders, relating to both Hoſpitals.

To acquaint the Preſident, Treaſurer, and Houſe Committee of the deaths of officers and ſervants, and of all vacancies, as ſoon as poſſible.

To make a liſt of the Governors, to be yearly delivered to the Lord Mayor on St. Matthew's day; and generally to do all in his power to guard the true intereſts and ſtanding orders of the charities from abuſe and evaſion.

THE SURVEYOR FOR BOTH HOSPITALS,

Is to attend Committees and all Views in town, when required; to recommend, eſtimate, and ſuperintend, all alterations or repairs on the ſite of both Hoſpitals; to meaſure all works, and to examine all workmen's bills as ſoon as delivered; to ſurvey and give his opinion as to the rents, repairs, and buildings, proper for ſuch houſes or premiſes, as are to be let on building or repairing leaſes; to attend the letting thereof, when required; and to ſee that ſuch repairs and buildings are done according to the contract, and report thereon to the Houſe Committee, with the ſum which ought to be inſured for the ſame; and to furniſh the Clerk with plans of each ground-plot and building, to be affixed to the leaſes; to keep a book of eſtimates for all buildings and repairs, and lay the ſame before the Houſe Committee; to make out ſchedules of fixtures, when required; and in all other reſpects to render the Hoſpitals his beſt ſervices as a Surveyor.

The STEWARD of BRIDEWELL,

Is not to follow any profeſſion, trade, buſineſs, or other employment whatever; but to appropriate the whole of his time with diligence and fidelity to the ſervice of the Hoſpitals, particularly that of Bridewell.

He is to collect and receive all the rents, arrears, inſurances, and annuities, payable to both Hoſpitals, as the ſame become due (except thoſe from the Orphan Stock and the Public Funds), and pay all monies as ſoon as received to the Treaſurer.

To keep a regular caſh book, in which ſhall be entered all ſums of money received and paid by him on account of the Hoſpitals; which ſhall be balanced every month, and laid before the Treaſurer when required, and the Houſe Committee and the Committee of Auditors at every meeting.

To ſtate to the Houſe Committee, at each of their meetings previous to the four General Quarterly Courts, the amount of the arrears of the revenues of the Hoſpitals under his receipt; with a liſt of all ſuch tenants whoſe rents ſhall be more than ſix months in arrear.

To take care that the ſeveral inſurances, and the payments for the ſame, on the buildings belonging to the Hoſpitals, be regularly made, and the policies renewed when neceſſary.

To keep a rental of the eſtates of both Hoſpitals; and report to the firſt Houſe Committee, after every Lady-day, all the leaſes which are within three years of expiration, and alſo when they are expired; and continue to report the ſame to every ſucceeding Committee until they are re-let.

To

To direct ſuch repairs as by accidents or decay may become immediately and abſolutely neceſſary to be done, and all other matters (not exceeding Forty ſhillings) with as much œconomy as poſſible.

To ſee that the ſeveral inferior officers and ſervants do their duty; and that the Workmen, employed in all repairs and buildings for Bridewell Hoſpital, do regularly attend and do their work; and check the books to be kept by the Porter for that purpoſe.

To examine the workmen's and tradeſmen's bills, and the ſeveral charges therein, previous to their being laid before the Committees.

To attend all Courts and Committees of Bridewell Hoſpital, and to obſerve ſuch directions as ſhall be there given him.

To provide and deliver out the diet for the priſoners daily; and generally to ſee that they are properly and humanely attended to.

To acquaint Governors with their election; and to wait on them with ſtaves, and a copy of the rules and orders.

He is annually to make up the general accompts of both Hoſpitals to Chriſtmas; and to attend and aſſiſt the auditors in balancing and preparing the ſame, to lay before the General Court in April.

The PORTER of BRIDEWELL,

Is to receive into his cuſtody all priſoners under a legal commitment, and not otherwiſe; and immediately to indorſe on the back of the warrant the day and hour

when ſuch priſoner was received, and ſubſcribe his name cloſe to ſuch indorſement, and number the warrants on the front as they come in; to enter in a book, provided for the purpoſe, the number of the warrant, the name of the priſoner committed, by whom, when, on whoſe oath, and for what cauſe; and, after ſuch entry, to carry all warrants of commitment which ſhall come in from eight o'clock in the morning until four in the afternoon, on or before ſix o'clock of the ſame day, to the Steward, to be entered in his book; and to carry thoſe which ſhall arrive betwixt four o'clock in the afternoon and eight the next morning to the Steward by ten o'clock, to be entered in like manner; and then carefully to file the ſaid warrants in numerical order; to enter in the margin of the ſaid book by what authority each priſoner was diſcharged, and alſo whether corrected.

To view and inſpect the priſoners well; and cauſe his Man, the Matron, Beadles, and others, to do the ſame; and aſcertain whether any of the priſoners have been in the priſon before, at what times, under what name or deſcription, alſo as far as poſſible how ſuch priſoners have been employed, and what have been their habits of life ſince their former diſcharge; and regiſter the ſame in his book. In caſes of eſcape, to acquaint the Preſident and Treaſurer thereof, and uſe his beſt endeavours to retake the priſoner.

To ſee that the men's priſon be well waſhed once a week with vinegar, fumigated once a week with tar, and white-waſhed conformable to Act of Parliament; and that all the men priſoners, in health to bear it, be bathed and cleanſed on admiſſion, and as often afterwards as neceſſary, or as may be directed by the Medical Officer and the Priſon Committee.

To acquaint the Steward when any priſoner is ſick and not able to work, or ſend for the Phyſician, Surgeon, or Apothecary

Apothecary, as the caſe may require; to treat the priſoners with humanity and kindneſs, and to keep them ſafe and clean till they ſhall be duly diſcharged; to deliver them daily to the Taſk-maſter, and viſit them in the ſhops frequently, to ſee that they be kept to labour and not abuſed; but not to allow any priſoner or city apprentice a bed, any ſtrong beer, liquor, or other indulgence, except by order of the Chamberlain of London, the Priſon Committee, the Treaſurer, one of the Medical Officers, or the Steward of Bridewell; and not to receive any fee whatſoever from a priſoner, or ſuffer any to be paid, except what is authorized by law; and not to harbour or accommodate any lodgers or inmates, on pain of being immediately diſcharged.

To enter daily in his diet-book the number of priſoners to be charged to the Taſk-maſter; and minute down the true reaſon, if any of them are not at labour; to bring the diet-book every Monday morning, with the preceeding week's account entered therein, to the Steward, to enter in his book; to compare his book with the Steward's, and, if right, to ſign the Steward's diet-book, as a voucher for the ſame.

To prepare a compleat calendar for the Preſident and Treaſurer, and Priſon Committee, againſt the ſitting of each Court, of all priſoners then in cuſtody, and the whole number of priſoners committed by warrant from the laſt Court to that; diſtinguiſhing ſuch as have been diſcharged between the Court-days, or have been in the priſon before, and produce thoſe diſcharges if required; the ſaid calendars to be ſigned by the Steward as well as himſelf, and certified to be correct.

To make out the ſummonſes to be delivered by the Beadles to the proſecutors of priſoners.

To make a faithful report to the Clerk of the Hoſpital, ſome convenient time before Eaſter, of the number of priſoners committed in the year paſt, that it may be printed in the annual Eaſter report. And for the better execution of his office, he is annually about Chriſtmas, to be ſworn at Guildhall a Conſtable.

To attend divine ſervice, and all Courts and Committees; and at public dinners to wait upon the Preſident and Treaſurer in his gown.

To receive the Preſident at the gate of the Hoſpital, and to conduct him to and from the Court on public occaſions, and alſo to walk in the proceſſion to the Spital at Eaſter, with his gown on, and his ſtaff of office in his hand; and, when obliged to be abſent from the Hoſpital, to take care that his Man be there in his place.

To obey his ſuperior officers, and aſſiſt them when required; and to keep his Man and the Beadles in obedience to him; and, as Conſtable, to call and command them to his aid and aſſiſtance in performing his duty.

To ſee that his Man do come upon the watch every night at Nine, and ſtay there till Eleven o'clock; and at that time to ſee one of the Beadles, or his Man, in their reſpective turns, do come upon the watch; to ſee the gates of the Hoſpital are ſhut at Nine o'clock from Michaelmas to Lady-day, and at Ten from Lady-day to Michaelmas; and that the locks, faſtenings, and hinges of the gates, doors, and priſons, &c. are kept oiled and in good order.

To ſee that the workmen and their ſervants do go regularly and diligently about their work; and that ſome of them do every evening, when they leave work, enter a true account thereof in the reſpective books to be provided

vided by the Steward, and kept by the Porter for that purpoſe.

To obey and follow the directions of the Committees, and of his ſuperior Officers, in all other things appertaining to his ſtation; and to inform them of any miſbehaviour of the Beadles or his Man, as well as of any other abuſes at the Hoſpital.

THE MATRON OF BRIDEWELL,

Is to admit women priſoners, who are legally committed, at all hours of the night; and to keep as much order and decorum among them as lies in her power; and, if any diſpute ariſes among them which ſhe cannot quell, to call in the Beadles to her aſſiſtance, and ſee that they quiet them, and put an end to the ſame.

To take the charge of, and be anſwerable for, all the women priſoners, from the time the Taſk-maſter delivers them up to her at night, until they go into the ſhop again to work.

To ſend the women down every morning into the work-ſhop; and to take care that none but thoſe who are incapable, from ſickneſs, or natural infirmities, be excuſed from their daily labour; to viſit the work-ſhops frequently, and to ſee that they are properly treated, and are not employed in any work beyond their ſtrength, and particularly that they are duly ſerved with proper proviſions.

To ſee that the women's priſon be waſhed once a week with vinegar, and fumigated once a week with tar, and white-waſhed conformable to Act of Parliament; and that all the women priſoners, in health to bear it, be bathed on admiſſion, and as often afterwards as is neceſſary, or as may be directed by the Medical Officers, or the Priſon Committee.

To

To take care that the women priſoners clean their wards every week, and waſh their cloaths every Saturday, that they may appear decent at Chapel on Sundays; and likewiſe to ſee that all ſuch as are able do attend Divine Service.

To take care that the medicines, or ſick diet, ordered by any of the Medical Officers for the priſoners, be duly adminiſtered, and to attend upon the ſick with care and humanity in all manner of diſorders.

She is not to harbour inmates or lodgers, nor to accept or permit any fee or money to be taken from any priſoner, nor to permit any priſoner to have a bed, ſtrong beer, liquors, or other indulgence, except by order of the Priſon Committee, the Treaſurer, one of the Medical Officers, or the Steward, on pain of being diſcharged.

THE BEADLES, AND PORTER'S MAN,

Are to go every morning to take inſtructions from the Clerk's and Steward's office; and then to wait on the Preſident and Treaſurer, to receive their reſpective commands, and the Porter's Man is to ſerve the Priſoners diet.

To deliver all ſummonſes and meſſages relating to the Hoſpitals; and to attend all Courts and Committees belonging to both Hoſpitals. To go with the priſoners to the reſpective Courts and Magiſtrates; and the two ſenior Beadles to attend the City Marſhal when required.

One of them is always to attend at the Lodge.

They are to attend Divine Service, except he who is on duty at the Lodge: and the gates on all public holidays; to aſſiſt as directed, in all matters reſpecting the priſons and priſoners; and immediately to fetch the Doctor, Surgeon, or Apothecary, when ſo ordered, or if occaſion requires; to clean the court and committee rooms, the lobby and

ſtairs

ſtairs, the hall and furniture, and to ſweep the pavement oppoſite the Hoſpital, and the foot-pavement from Bride-lane to the Chapel, every day before Nine o'clock. And it is the Porter's Man's duty more particularly to aſſiſt the Porter, and to ſweep the gates and court-yards every Saturday.

To take care the gates are locked up at Six o'clock in the evening, from September till April; and at Nine o'clock in the evening, from April to September; and to attend there until the proper watch comes on.

To watch from Lady-day to Michaelmas from Eleven o'clock at night to Five in the morning; and from Michaelmas to Lady-day from Eleven o'clock at night to Seven in the morning; and regularly every half-hour audibly proclaim the time and weather at every ſide of the two courts; and not to employ any perſon to watch without the approbation of the Treaſurer.

To ſee that the lamps are lighted properly, and kept burning, both within and without the Hoſpitals, from ſun-ſetting to ſun-riſing.

They are not to harbour or accommodate any inmates or lodgers; nor to take, or ſuffer to be taken, any money or fee whatſoever from any of the priſoners, upon any conſideration, on pain of immediate diſmiſſion.

They are to obey, aid, and aſſiſt the ſuperior officers, in all other matters neceſſary towards maintaining the good order and police of both Hoſpitals, as occaſion may require; and, in caſe of any neglect or abuſe at the Hoſpitals, to report the ſame to the Treaſurer and Houſe Committee.

N. B. The Beadle who acts as Chapel Clerk and Sexton is to do the duties of thoſe offices, as directed by the Miniſter; and particularly to keep the burying-ground in decent order.

THE STEWARD OF BETHLEM,

Is not to follow any trade or buſineſs, or hold any other place or employment whatſoever, but to appropriate his whole time to the ſervice of the Charity, and not to lay out of the Hoſpital without leave of the Treaſurer, or Weekly Committee.

He is to enter the names of all patients as admitted; their reſpective ſettlements (if any); and the names and places of abode of their ſecurities; and the time when any patient dies or is diſcharged, and give due notice thereof, and of the vacancies, to their friends or ſecurities.

To adjuſt and receive all depoſits and payments due for the patients in general, and pay the Treaſurer ſuch part thereof as is not wanted for the ordinary payments at the Hoſpital.

To enter in a book all monies received by him, and produce his accompts every Saturday to the Committee.

To take charge of the Wardrobe, and deliver out all neceſſary bedding and cloathing for the patients; making the moſt uſe he can of ſuch bedding as may have been left on the diſcharge or death of patients.

To take care that all Stores, whether contracted for or not, be of the beſt ſorts, and purchaſed at reaſonable rates, to the beſt of his judgement; and not to receive any goods or proviſions into the Hoſpital without a note in writing, or bill of parcels, which is to be regularly filed.

To

To go down into the kitchen, every Tueſday, Thurſday, and Saturday, in the morning, time enough to ſee that the proviſions which are then to be taken in are of a good quality, and according to the contract, and be laid ready for the inſpection of the Governors, if any come to view them; otherwiſe to ſee them weighed himſelf, and enter them down in his book for the examination of the next Committee.

To number the pieces of meat before they are put into the pot; and attend to the cutting up of the proviſions when dreſſed, to ſee if the accompts tally, and to take care that no waſte be made, nor any miſapplied or given away; and that no perſon, except the Servants of the houſe, be permitted to remain in the kitchen or cutting-room whilſt the proviſions are cutting or ſerving up. To take care that no patient be employed in delivering the proviſions into the ſeveral cells, and that the ſame be done by the Baſket-men and Gallery-maids only.

To take care that no more proviſions are dreſſed than are neceſſary for the Servants and the patients of the Houſe; and, in order to know this with more certainty, the number of patients who are on the ſick liſt ſhall conſtantly hang up in the cutting-rooms.

To take all neceſſary care that the Cook make no waſte of proviſions, or appropriate to himſelf any perquiſites.

He is not to ſuffer the ſmall-beer cellar to be opened but at the uſual hours; nor any perſon to draw beer but the Aſſiſtant Keeper, who is to draw only one hour at dinner, and half an hour at ſupper, and carefully lock the door when he leaves the cellar. To take the book down into the cellar every Saturday, that the Committee may ſee what beer has been received, and how much conſumed in the preceding week.

He is not to ſuffer any ſtrong beer to be brought into the houſe for any patient whatſoever but at particular hours, and then only for ſuch perſons, and in ſuch quantities, as the Phyſician, Surgeon, or Apothecary, ſhall have directed, and ſet down in a written liſt; nor permit any ſpirituous liquors to be brought into the Hoſpital on any pretence.

He ſhall go round the galleries, and up into the chequers, both on the men's and women's ſide, every Monday, Wedneſday, and Friday, in the forenoon, to ſee that the galleries and cells are kept as clean and as neat as the condition of the patients will admit; and ſee that their linen and ſheets be duly changed, and that the men and maids do open the doors and windows, that the circulation of air may not be impeded.

To obſerve that the glazing and wires belonging to the windows be kept tight and decent, and in good order.

To take care that a proper quantity of coals be diſtributed to the rooms where fires are allowed; to direct the cinders to be ſifted, and ſuffer no waſte to be made.

To ſee that the workmen employed in repairs, or otherwiſe, do regularly attend and do their duty; and alſo that they enter the ſame in a proper book to be kept by him for that purpoſe.

To ſee performed all caſual orders of the Court, Committee, or Treaſurer.

To ſuperviſe all the Servants of the houſe, and to take care that the orders for the good government of the Hoſpital be ſtrictly obſerved; and if he finds any diſorder or miſmanagement, to acquaint the Weekly Committee,

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If any deaths of patients or ſecurities have happened, or any repairs, alterations, or reforms be neceſſary, he is to advertiſe the Weekly Committee thereof.

THE MATRON OF BETHLEM,

Is to go round the Houſe every day on the women's ſide before Ten o'Clock, but on Tueſday before Nine; and to ſee that the linen and the ſheets of the patients are regularly changed as they ought to be.

To go down into the ſtove-room in the winter time, by Eight o'Clock in the Morning, to ſee that the fires are lighted, and then order the patients proper for that purpoſe to be carried there as ſoon as they conveniently can; and if ſhe finds the Gallery-maids and Keepers negligent therein, ſhe is immediately to complain to the Steward.

To ſee that the patients in general are taken care of, and kept as clean as their complaints will allow of, and to take care that the ſtraw, on which the patients are laid, is changed when damp or dirty.

To diſtribute the patients in their cells, ſo that each Gallery-maid may have a proper number of thoſe who are fit to work to aſſiſt her; and employ ſuch of the patients at their needle as are capable, when not otherwiſe buſied.

To take care that thoſe patients who are low-ſpirited, or inclined to be mopiſh, be obliged to get up, and quit their cells, and the doors locked, that they may not return to their beds; and acquaint the Phyſician when any of the patients take to their beds without particular ſickneſs.

To take particular care that ſuch of the women patients as are lewdly given be confined to their cells, and no perſon

perſon be ſuffered to come to them but in company with one of the Gallery-maids.

To take particular care of the ſick, and ſee that they are moved into the infirmary if judged neceſſary by the Phyſician, and there taken care of.

To bring into the Committee-room ſuch women patients as are diſcharged well.

To hire the Gallery-maids with the approbation of the Treaſurer or Committee, and diſcharge them with conſent of the ſame, whenever ſhe finds them negligent in their duty, wanting in care, or otherwiſe miſbehaving towards the patients.

To receive the linen and other neceſſaries brought in with the patients by their friends, and deliver them to the Gallery-maids, under whoſe care the patients are placed; and ſee that they keep an account thereof in writing, that the ſame may be delivered up when the patient is diſcharged, or, if torn, that the pieces may be returned, to ſhew that they have not been purloined.

To take an account of the linen before it goes to the waſh, and ſee that it be returned according to the quantity delivered; ſhe is to go down in the laundry on Wedneſdays, to obſerve the waſher-women, and to ſee whether the linen belonging to the patients be properly boiled and waſhed.

THE PORTER OF BETHLEM,

Is to be the keeper of, and to open and ſhut, the gates and doors, and take care that the bar-gates on both ſides be kept ſhut.

To

To be on his ſtation from Six in the morning until Seven in the evening during the ſummer, and from Seven to Five in the winter, and not on any pretence to quit his ſtation at the door after the ſame is opened, during any part of the day, without leave of the Steward, and firſt appointing a proper perſon to ſupply his place.

To receive from the Steward all warrants on the admiſſion of patients; and regularly to enter and file the ſame.

He is not to ſuffer any ſtrong-beer, or other liquors, to be brought in for the patients on any account, but under the direction of the Steward; nor to accept of any gratuity on any pretence whatſoever, on pain of being diſcharged; and in all other reſpects he is to conform to the rules and regulations of the Hoſpital.

THE FIRST AND SECOND KEEPERS, OR BASKET MEN, ON THE MEN'S SIDE,

Are to riſe at Six o'clock in ſummer, and at Seven in winter; to take care of the patients, and clean the ſecond and lower gallery; to carry and fetch back the linen to and from the laundry.

To watch on Monday and Tueſday nights in turn; to fetch coals to their galleries; attend the barber once a week, and the company who come to view the hoſpital.

To receive the linen and other neceſſaries brought in with the patients by their friends, and take an account thereof in writing, that they may be delivered up when the patient is diſcharged, or, if torn, that the pieces may be returned, to ſhew that they have not been purloined.

They are not to ſuffer ſtrong-beer or other liquors to be brought in for the patients, on any account, but under the direction of the Steward.

Not

Nor to accept of any gratuity, on any pretence whatſoever, on pain of being diſcharged.

To examine carefully the feet of every patient who is in chains or ſtraw, to rub and cover the ſame well with flannel every night and morning during the winter ſeaſon, and give immediate notice to the Surgeon, if there be any complaints which require his aſſiſtance; and on all other occaſions to pay due attention to the patients; and to conform to all other rules and regulations of the Hoſpital belonging to their departments.

THE THIRD KEEPER OR BASKET MAN, ON THE MEN'S SIDE,

Is to riſe at Six o'clock in ſummer, and Seven in winter; to aſſiſt the Gallery-maids in the ſecond gallery and in the other galleries, as he may be wanted; to carry coals once a week on the women's ſide; to watch one night in a week (Wedneſday); to do the Cutter's duty every third Sunday; not to accept of any gratuity, on any pretence whatever, on pain of being diſcharged; to attend to the patients in the ſame manner as the other Keepers are directed and ought to do; and to conform to all other rules and regulations of the Hoſpital belonging to his office.

THE FIRST ASSISTANT KEEPER, OR BASKET MAN, (CALLED THE COOK),

Is to riſe at Six o'clock in ſummer, and at Seven in winter; to dreſs all the meat, boil all the pottages, and garden-ſtuff, for the patients and ſervants.

To carry coals once a week on the women's ſide; to clean all the coppers, the kitchen, and ſculleries; to turn a machine in the laundry every other Wedneſday, and

on the other Wedneſday to do the duty of Cutter and Cook. To watch on Thurſday nights.

He is not to give the patients ſtrong-beer, or liquors, on any account, nor to accept of any gratuity, on any pretence whatſoever, on pain of being diſcharged.

He is to attend to the patients in the ſame manner as the other Keepers are directed and ought to do: and in all other reſpects to conform to the regulations of the Houſe which reſpect his office.

THE SECOND ASSISTANT KEEPER, OR BASKET MAN, (CALLED THE CUTTER),

Is to riſe at Six o'clock in ſummer, and Seven in winter, under the direction of the Steward, to cut out the meat, bread, butter, and cheeſe; take in the beer, draw and deliver it out, and keep the cellar ſweet and clean.

To take in and deliver out the coals, ſift the cinders, and ſee there is no waſte in any thing.

He is not to accept of any gratuity, on any pretence whatſoever, on pain of being diſcharged.

To attend to the patients in the ſame manner as the other Keepers are directed and ought to do; to aſſiſt in the women's upper and lower galleries on Mondays, in the men's ſecond gallery on Tueſdays, their lower gallery on Wedneſdays, and in the women's ſecond gallery on Thurſdays, until breakfaſt is over; to watch on Friday nights; carry coals once a week on the women's ſide; to turn a machine in the laundry every other Wedneſday; and on the other Wedneſday to do the duty of Cook and Cutter; and to conform to all other regulations of the Hoſpital belonging to his office.

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THE THIRD ASSISTANT KEEPER, OR BASKET MAN,

Is to riſe at Six in ſummer, and Seven in winter; to take care of the patients in the infirmary on the men's ſide; to attend the patients when in the green-yard, and the Barber once a week; to watch one night in a week (Saturday); to clean the front court, and the ſpace before it.

He is not to accept of any gratuity, on any pretence whatſoever, on pain of being diſcharged. He is to attend to every patient in chains or ſtraw in the ſame manner as the other Keepers are directed and ought to do; and in all other reſpects to conform to the regulations of the houſe as far as relates to his office.

THE FOURTH ASSISTANT KEEPER, OR BASKET MAN, ON THE WOMEN'S SIDE.

Is to riſe at Six in ſummer, and Seven in winter; to light the fire in the Stove-room, and aſſiſt in carrying the women thither.

To aſſiſt the Gallery-maids in bathing, bleeding, ſhaving, and giving the patients their Medicines; and alſo in removing the ſtraw, and cleaning the cells and galleries.

He is not to accept of any gratuity, on any pretence whatſoever, on pain of being diſcharged.

To attend to every patient in chains or ſtraw in the ſame manner as the other Keepers are directed, and ought to do; to aſſiſt the Gallery-maids on the lower and upper gallery. To carry coals once a week on the women's ſide; to attend patients in the green-yard;

angle linen on Thurſdays and Fridays; to have the re of cleaning the back gate; to watch on Suuday ghts; and to conform in all other reſpects to the regula- ons of the Houſe.

THE THREE GALLERY MAIDS,

Are to be in their galleries at Six o'clock in ſummer, d Seven in winter, and open the doors of the cells, at the patients may come out of their rooms.

To carry down to the Stove-room ſuch patients as ght to be put there, and afterwards turn out the low- rited, and ſuch as are mopiſh, and then clean the cells d galleries.

They are carefully to remove the old ſtraw, and pro- de freſh; to remove the patients that are dirty from one l to another; to waſh their dirty cells, and take away h proviſions as may be found every morning; to re- ive the linen and other neceſſaries brought in with the tients by their friends, and take an account thereof in iting, that they may be delivered up when the patient diſcharged, or, if torn, that the pieces may be re- ned, to ſhew that they have not been purloined.

To aſſiſt in bringing in the women patients to the Com- ttee on Saturdays.

They are not to accept of any gratuity, on any pre- ce whatſoever, on pain of being diſcharged.

They are to examine carefully the feet of every patient chains or ſtraw, and to rub and cover them well with nnel every night and morning during the winter ſea- n; and give immediate notice to the Surgeon if there any complaints which require his aſſiſtance; and in all er reſpects to pay due attention to the patients, and to conform

conform to the regulations of the houſe ſo far as relates to their office.

THE TWO LAUNDRY WOMEN,

Are to receive from the Baſket-men and Gallery-maids all the dirty linen belonging to the patients and ſervants, and to return the ſame to them when waſhed.

To aſſiſt in waſhing, ironing, and mending the ſheets and linen of the patients and ſervants.

THE BARBER,

Is to ſhave the patients and ſervants of the Hoſpital once a week, or oftener if ſo directed by the Steward; he is to ſee that there be a ſufficiency of clean and proper ſhaving cloths and towels in the room before he begins; and that the Keepers do attend their reſpective patients during the whole time, and take them away as ſoon as ſhaved; and to acquaint the Steward in caſe of any neglect.

FINIS.